

Course No: ITMS4203
Course Title: **Electronic Document Management**
Date: 24/05/2011
No. of Questions: (5)
Time: 01:30am – 03:30pm

University of Palestine



Final Exam
2nd Semester 2010/2011

Instructor: **Dr. Naji Shukri Alzaza**

Student No.: _____

Student Name: _____

College Name: _____

Dept. / Specialist: _____

Total Grade: (53) Marks

YOU HAVE TO ANSWER ALL QUESTIONS

Q1: Identify which statement is true (True) and which is not (False), then correct the wrong statements. (22 Marks)

1. _____ On-line storage refers to a repository that is immediately and directly accessible for retrieval.
2. _____ Converters are used to reformat file types for cross (independent) platform display.
3. _____ Each EDM system should comprise an electronic work-flow.
4. _____ On-line character recognition is also referred to an Intelligent Character Recognition.
5. _____ Some common document management features include check-in/check-out and version control.
6. _____ Annotation is the adding of information like highlighting, notes, or comments to an image.
7. _____ The most basic search option is to perform an index search.
8. _____ Proximity searches are designed for full-text indexing.
9. _____ On-line storage refers to a repository that is immediately and directly accessible for retrieval.
10. **WORM** writes the files permanently to disc restricting deletion or modification.

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11. _____ RAID is a set of two or more ordinary hard disks and a specialized disk controller that contains the RAID functionality.
 12. _____ Not all EDM systems are records management applications.
 13. _____ Barcodes use for automated indexing.
 14. _____ All EMDS include check in/check out and version control.
 15. _____ Redaction is the blacking out of classified information.
 16. _____ A jukebox is an example of a *Online* storage device.
 17. _____ Indexing process means that once pages are scanned, images are stored according to reference criteria that are *manually or automatically* entered into a database.
 18. _____ Accuracy of ICR is greater than OCR because it depends heavily on the legibility of the text.
 19. _____ EDM systems can support automated indexing.
 20. _____ 200 DPI is sufficient for capturing a high quality image for display on a monitor.
 21. _____ 300 DPI is recommended for optical OCR processing.
 22. _____ increase in resolution implies to increase the file size.

5. _____ are used to reformat file types for display or other output functions.

6. A _____ is any information created, received, or stored that serves as evidence of business or organizational activities.

7. Accuracy percentage can be between _____% and _____% depending on the software, scan resolution, document type, and document condition.

8. _____ often referred to as conversion, consists of creating a digital image from a non-digital source such as paper.

9. The most common capture device for paper-to-digital conversion is a _____.

10. _____ is an application program interface that facilitates image capture from a variety of sources. It's suitable for slower speed scanners and is widely accepted.

Q4: Write the full state (full name) for the given abbreviations (8 Marks):

1. GUI:
2. ICR:
3. ADF:
4. EDMS:
5. WORM:
6. DPI:
7. OCR:
8. PDF:

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Q5: Give an example for each search method (4 Marks):

1. Wildcard search

2. Boolean search

3. Proximity searches

4. Fuzzy logic

Notice that you'll get 3 marks as bonus if you have more than 40 of 50.

Best Wishes

Dr. Naji Shukri Alzaza